

City Council - Community Improvement (202) Fund Request

Name of Applicant(Agency) requesting funds: _____

Amount Requested: _____

Contact Person Name/Title: _____

Phone: _____

Email: _____

Required by T.C.A §6-54-111:

	Annual report of business affairs and transactions. (ex. Financial statements)
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Required by Knoxville City Code of Ordinances:

	A copy of instruments of organization such as: constitution, bylaws, corporate charter, or other articles.
	A copy of a letter from the Internal Revenue Service evidencing the fact that the organization is a nonprofit, tax-exempt organization under the Internal Revenue Code of 1954, as amended.
	A statement of the nature and extent of the program of the organization which serves the residents of the city. *
	The proposed use of the municipal funding and assistance. *
	A copy of the audit for the most recent fiscal year. *
	The proposed budget for the organization, indicating all sources of funds and all proposed expenditures by category.
	Such other information as may be required by council.
	A letter on letterhead that indicates the amount of funding requested.

Required for issuing of check:

	W-9
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* Indicates item is also required by T.C.A §6-54-111. City Code of Ordinances can be found online at www.knoxvilletn.gov. One document may serve as more than one of the required items. For example: The letter on letterhead may include the proposed use of funds, the statement of how the organization serves the residents of the city, and the amount of funding requested.

To Submit include all required documents and a completed application to the City Recorder's Office - Attention Savannah Maupin, Internal Auditor.

via email: smaupin@knoxvilletn.gov

via mail: City Recorder's Office
Attn: Savannah Maupin, Internal Auditor
PO Box 1631
Knoxville, TN 37901

INTERNAL USE ONLY:

Vendor #:	Press Notice Required:
State Business Search:	Issued(copy attached):
Commitments:	Request Received:
	Circulated to Council:
	Ordinance: